

INFORMATION SYSTEMS AUDITOR

INTERNAL AUDIT

Office of the Comptroller

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: The Information Systems Auditor plays a vital role in ensuring that City of Milwaukee information systems meet or exceed standards, comply with government regulations, align with organizational goals, and are cost-effective. The Information Systems Auditor conducts audits of City departments, boards, commissions, and programs, specifically evaluating computer centers, computer operating systems, local and wide area networks, mainframe and microcomputer software applications, and system development projects, in addition to assessing system security, controls, and performance. Auditing of information systems is critical to the City's internal financial and management control.

The City's Computing Environment:

The City uses Oracle's PeopleSoft in an offsite hosted environment. The City owns and maintains its own WAN. This Wan connects 5000+ City workstations with several City data centers. The primary data centers are: ITMD, Police, Fire, DPW, Health, Municipal Court, and Water departments. These data centers deploy servers ranging from a Z-series mainframe to Intel 32- and 64-bit servers. The servers are deployed on Windows Server, Linux-, and Unix-based operating systems. The servers run applications such as email, geographic information systems, water billing, legislative tracking, municipal court violations, police/fire dispatching, and records management.

ESSENTIAL FUNCTIONS:

- Plans and administers information systems audits, including conducting preliminary research, coordinating with audit contractors, and preparing audit scopes, work plans, progress reports, and correspondence.
- Performs audit procedures, including carrying out testing, document review, inquiries, and analysis.
- Prepares orderly, logical work papers that document and support the audit work, its findings, and the recommendations.
- Prepares clear, detailed reports.
- Leads and supervises audit contractors and audit teams, including reviewing and approving audit work products.
- Participates in the presentation of audit reports to Common Council committees.
- Leads and participates in audit teams and meetings.
- Participates in professional education activities to meet U.S. Government Accountability Office (GAO) Generally Accepted Government Auditing Standards (GAGAS, or Yellow Book).

CONDITIONS OF EMPLOYMENT:

- Required to travel within the City of Milwaukee as needed.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Information Systems Auditor (Comptroller)

MINIMUM REQUIREMENTS:

1. Bachelor's degree with a major in accounting, computer science, or related field from an accredited college or university.
2. Three years of recent professional information systems auditing experience performing duties related to this position.
Equivalent combinations of education and experience may be considered.
3. Valid driver's license at time of appointment and throughout employment.

DESIRED QUALIFICATIONS:

- Certification as a Certified Information Systems Auditor (CISA).
- Certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

IMPORTANT NOTE: *College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box ISA, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Comprehensive knowledge of information systems technology, including design characteristics, control features, programming, and auditing procedures to test system controls, integrity, and reliability.
- Broad understanding of a wide range of computer applications, for example, public sector accounting, water billing, and geographic information systems.
- Knowledge of current professional information systems auditing standards, best practices, procedures, and reporting.
- Ability to supervise professional auditing staff, including assigning and directing work, managing projects, and developing and communicating policies.
- Knowledge of mathematics and ability to make accurate calculations.
- Ability to read and understand complex documents.
- Oral communication and presentation skills.
- Written communication skills: ability to compose satisfactory business correspondence and audit reports.
- Ability to use advanced features of word processing and spreadsheet software to produce professional auditing documents.
- Keen critical thinking skills: analytical skills, problem-solving ability, decision-making skills, sound judgment, and strategic thinking.
- Interpersonal skills: ability to build positive relationships with coworkers, contractors and consultants, and elected officials.
- Ability to collaborate with customer departments to meet organizational objectives.
- Persuasion, negotiation, and conflict management skills.
- Ability to function well both independently and in a team setting.
- Ability to effectively plan and organize work, manage multiple priorities, and meet deadlines.
- Attention to detail.
- Ability to safeguard City resources and perform duties in an honest and ethical manner.
- Commitment to stay current with professional information systems auditing standards and practices.

Information Systems Auditor (Comptroller)

SALARY: The current starting salary (PG 2JX) is \$61,721 annually for City of Milwaukee residents. The non-resident starting salary is \$60,809 annually. Appointment above the minimum is possible.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **December 13, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414.286.3751.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

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